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Deputy Director (Administration)
Through: Chief, General Services
Chief, Administrative Service

8 May 1952

Personnel Requirements

1. **PROBLEM:**--Additional personnel requirements for Administrative Service.
2. **ASSUMPTIONS:**--The agency will continue to grow in the Departmental Area to an approximate strength of [] employees and problems overseas will continue to arise requiring support by Administrative Service.
3. **FACTS BEARING ON THE PROBLEM:**--
 - a. Appendix I contains a resume of the present and proposed Tables of Organization for Administrative Service, together with information as to the number of personnel presently on duty and in process.
 - b. Administrative Service cannot adequately support a departmental strength of [] with the same number of employees as are required to support [] departmental employees (as of 31 March 1952). The difference represents a growth of [] or approximately 15.2%. Overseas activities will undoubtedly increase by several thousand employees, requiring support in the fields of transportation, real estate and construction, and possibly other Administrative Service activities. Demands being placed upon us now in connection with Far East operations, which will undoubtedly increase as planning and personnel requirements crystallize, make it imperative that Administrative Service be prepared at all times to support any overseas activity upon demand.
 - c. At the present time and in the past an enormous amount of overtime is and has been required by the majority of activities of Administrative Service in order to provide the services demanded in support of CIA operations. (See Appendix IX for breakdown of overtime work performed for the last six month period.) This seriously affects the morale, physical health, and efficiency of employees.
 - d. If improved support and faster service is required in the agency, more personnel are required to provide it.
 - e. Certain of the activities (i.e., IBM Machine Records and Records Management) will definitely represent savings in personnel costs in other activities, savings in equipment costs, and substantial improvements in administrative management of the agency. (See Appendices VII and VIII)
 - f. The personnel requirements of such activities as the Real Estate and Construction and Printing and Reproduction Divisions cannot be estimated on a proportionate basis according to total agency strength. (See Appendices III and V)
 - g. The time has arrived when additional work load or new projects cannot be undertaken by the Printing and Reproduction Division without additional personnel. (See Appendix V)
 - h. The rate of attrition in Administrative Service for couriers, chauffeurs, telephone operators, and other low salaried personnel is high, requiring a greater personnel authorization for recruitment purposes from 1 January 1951 through 31 December 1951. [] employees by resignation, 31 by transfers within CIA and 8 by military furlough and leave without pay; 84 pending actions for [] employees were cancelled due to INS or medical disapprovals or declinations, thus making a total loss of [] a twelve month period. [] Service lost 31 []

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